

NRS Data Quality Monitoring Matrix

DATE: _____

INSTITUTION: _____

- We would like to acknowledge and thank the Washington State Adult Education Program for providing this document for Idaho's use and adaptation

Assessment										
1. Goal Setting										
<div>Criteria</div> <div><ul style="list-style-type: none">There is a procedure to orient students and help them set goals<ul style="list-style-type: none">Short and long term goals are identified.A realistic timeline for each goal is established.There is a method to identify NRS follow-up goals appropriately.</div> <div>Monitoring focus</div> <div>Student Goal-setting document/s and procedures, student participation in Educational Interviewing or similar goal-setting activity</div>	<div>Evidence</div> <div><table><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr></table></div>	Yes	No	Yes	No	Yes	No	Yes	No	<div>COMMENTS</div>
Yes	No									
Yes	No									
Yes	No									
Yes	No									

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2. Testing Area		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Testing is done in accessible and appropriate spaces. (quiet, well-lit, distraction-free, free of architectural and programmatic barriers) 	Yes No	
<p>Monitoring focus</p> <p>Visit typical testing area</p>		

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3. Trained staff		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Staff who will administer assessment/s have been trained. (TABE/CASAS/BEST) <ul style="list-style-type: none"> Assessment directions and procedures are followed. Test administrators do not provide “help” (give answers, hints, etc.) to students. Instructors do not discuss test items with students. A list of Assessment trained staff is on file. The local testing schedule is adequate. The local assessment training design is acceptable. 	Yes No	
	Yes No	
	Yes No	
	Yes No	
<p>Monitoring focus</p> <p>Interview Director, Tester and staff who TABE/CASAS/BEST/BEST-Plus test</p> <p>Review Assessment training design</p> <p>Review Assessment training schedule</p> <p>Review Assessment trained staff list</p>		

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4. TABE/CASAS/BEST-BESTPlus <i>Appraisal</i>		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> An assessment Appraisal is administered to determine program eligibility and select appropriate pre-test. The assessment Appraisal is never used in lieu of a pre-test. 	Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, Tester/s and staff who conduct assessment Verify that the assessment Appraisal score is on file</p>		

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5. Assessment Pre-Testing		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> TABE/CASAS/BEST- BESTPlus tests are given when students enter the program quarter. 	Yes No	
<p>Monitoring focus</p> <p>Interview Director, Tester and staff who conduct assessment testing</p>		

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6. Assessment Post-test		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Students are not post-tested in areas they have not studied. 	Yes No	
<ul style="list-style-type: none"> All post-testing follows the standard timeframes and guidelines posted for each assessment in the Assessments Policy Guidelines. <ul style="list-style-type: none"> <i>If this is a low-intensity program, students are tested at least every three to five months.</i> 	Yes No	
<ul style="list-style-type: none"> Early leavers are tested whenever possible. 	Yes No	
<ul style="list-style-type: none"> Attendance records are consistent with NRS requirements <ul style="list-style-type: none"> attendance is recorded for individual students hours are rounded correctly only legitimate activities are counted 	Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, Trainer/s and staff who conduct assessment</p> <p>Review attendance records</p>		

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7. <i>Students with Disabilities</i>		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Students with disabilities are not exempted from testing (except students who are blind or have low-vision). 	Yes No	
<ul style="list-style-type: none"> Test modification written request forms are on file. 	Yes No	
<ul style="list-style-type: none"> Students who request test modifications are provided with test modifications as stated in the testing policy guidelines. 	Yes No	
<p>Monitoring focus</p> <p>Interview Director, Tester/s and staff who conduct assessment</p>		

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8. Test Security

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Criteria	Evidence		Comments
<ul style="list-style-type: none"> Program has a system in place for safeguarding, distributing, and collecting all testing materials. <ul style="list-style-type: none"> On main campus, materials are maintained in a locked cabinet or locked room with limited access. Completed answer sheets are secured prior to transport to the main site Testing materials are not duplicated. There is an inventory of test materials. Appraisal answer sheets have been removed from files and destroyed (regulation of CASAS but good policy for all assessment) 	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
<p>Monitoring focus</p> <p>Interview Director, tester/s and staff who conduct assessment</p> <p>Visit testing materials security area</p> <p>Observe locking file cabinet</p> <p>Observe answer sheet storage</p> <p>Review Test Inventory</p>			

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9. Adult Secondary Programs (GED, HSC)		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Post-tests are used to determine level completion for federal accountability purposes. 	Yes No	
<ul style="list-style-type: none"> GED and HSC specific assessments are not used to determine level completion for federal accountability purposes. 	Yes No	
<p>Monitoring focus</p> <p>Interview Director, coordinators and ASE staff</p>		

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IMAS and Data Collection		
10. Overview of Data Collection System		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> There is a clear written or graphic description of the data collection process for each site. Individual staff roles in data collection are stated. Data collection responsibilities are included in job descriptions. 	Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, coordinators and data collection staff Review Data Collection flowchart (including remote sites, if any) Review written identification of staff roles Review job descriptions</p>		

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11. Data Collection Forms		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> The standard data intake collection forms are used <p>Monitoring focus</p> <p>Interview Director, coordinators and data collection staff Review data collection form</p>	<p>Yes No</p>	

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12. Data Checking System		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> There is a data checking/data quality system in place. <ul style="list-style-type: none"> There are specific written staff assignments for <ul style="list-style-type: none"> data entry data checking and quality control Data entry occurs daily and /or weekly and is posted bi-weekly according to the state schedule. There is an organized method to identify and correct errors, find missing data, anomalous data, or data that doesn't make sense. Data checkers have authority to work with other staff for clarification, to correct problems and resolve errors. There is a regular, prescribed data-checking schedule with clear deadlines. Time is provided for staff to focus on missing, inaccurate, anomalous or other suspect data. 	Yes No Yes No Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, coordinators and data entry, collection and checking staff Review data checking method</p>		

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The elements that were out of tolerance (those marked “No”) were discussed with me. I was told that an action plan will be required to explain how the out-of-tolerance items will be corrected. I was told that the action plan will be due two weeks from the receipt of the monitoring visit report e-mail, and that the corrective actions need to be completed within four weeks of the receipt of the action plan e-mail (six weeks from the program’s receipt of the monitoring visit report e-mail). I also understand that a second review visit may be scheduled to follow-up on corrected measures.

Program Director:

Cheryl Engel,

Office of Adult Basic Education